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MINUTES OF THE D/BGI STAFF MEETING, 17 APRIL 1968

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PRESENT: [REDACTED] Brammell, [REDACTED]

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1. Leave Policy

The DCI has directed that employees shall not take vacations longer than 2 weeks at one time. There is no objection to taking 2 periods of leave of 2 weeks or less. In those cases where there is a valid reason, exceptions may be granted to this 2-week policy. The policy is being interpreted as applying to professionals only, but Division Chiefs are urged to encourage non-professionals to restrict leave to no more than a 3-week period at one time.

Mr. Brammell stated that the Division Chiefs are to do the following:

a. Submit to him by the end of April the vacation schedule for Division and Deputy Division Chiefs, and Branch and Deputy Branch Chiefs.

b. Submit to him a list of any personnel who feel they have an exceptional situation requiring a vacation in excess of 2 weeks consecutively. Information on each person should be rather brief, giving name, dates of vacation, and the reason more than 2 weeks' leave is needed. A consolidated list of valid exceptions will be submitted to DDI Admin for the DDI's information.

c. Have on hand in the Division -- available for D/BGI review -- a leave schedule covering all Division personnel. As a rule of thumb, at least 60% of the staff is to be on duty at all times. Also, either the principal officer or his deputy must be on duty in each unit.

2. Personnel Planning Paper

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[REDACTED] reminded the Division Chiefs that the deadline for Division contributions to the Personnel Planning Paper is Friday, 19 April.

3. NIS Production Coverage Plan

The NIS Production Coverage Plan was approved by USIB at their meeting of 11 April, with one change by the DCI adding Indonesia to the priority maintenance list.

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